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| **TOPIC** | **TOPIC** | **OWNER** |
| **Announcements** | **Governance Structure**   * Committee Chairs   + 2017-2018   + Rotating * Steering Committee/Core Team * Other members * Update charter document | **Mike/Rakesh** |
| **Minutes** | * Review and finalize 7/26 Kick Off Meeting minutes | **Mike** |
| **Meetings** | * Bi-weekly and scheduled through SCDM | **Demetris** |
| **SCDM** | * Fall meeting update on eSource Consortium * Communication/Announcement Plan * Can SCDM host documents/etc… | **Rakesh/Linda** |
| **FDA** | * Meeting scheduled for Tuesday, 11/7 * Attending in person or calling in * Slide deck update (Hugh and Rajesh)   + Priorities   + Demonstration of activities around eLab Data Working Group * Pre FDA Meeting Face to Face | **All** |
| **eLab Data Local Lab Working Group** | * Core Data Set Package: Exchange Specifications | **Don Jennings/Hugh Dai** |
| **Next Meeting** | * 29 Sep 2017, 11 AM – 12 PM |  |
| **Any other business** | * Walk In Items | **All** |